

Process Name: Personnel Administration		Process Identifier: PA	
Sub-Process Name: Mass Change		Sub-Process Identifier: PA-9	
Sub-Process Purpose and Objectives: Provide the ability to change large numbers of personnel records at one time			
Sub-Process Description: The mass change process modifies large numbers of personnel records at one time for any required reason. Examples of circumstances that may require mass changes are universal salary changes, reclassifications, reallocations, etc. When the need for a mass change is identified, it is evaluated to determine if the system can perform the mass change or if special programming is required. If programming is required, it is completed and tested. Once the mass change is executed, the agencies and Personnel receive reports that detail the changes made. If any errors have occurred they are corrected by either the agency or Personnel.			
Sub-Process Trigger(s): <ul style="list-style-type: none">• Reclassifications• Mass salary changes• Other		Key Sub-Process Participants: <ul style="list-style-type: none">• Personnel	
Inputs:			
Input	Format	Volume/Time	Suppliers
Personnel master file	Database	45,000 active employees	Personnel and agency users
Mass change definition	Paper or online		Personnel
Outputs:			
Output	Format	Volume/Time	Recipients
Updated personnel records	Database		Agency and Personnel
Activity reports	Paper		Agency and Personnel
Performance Measures Tracked:			

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Measure	Approx. Value	Target Value	
Laws, Regulations, and Policies That Govern Sub-Process:			
Current Sub-Process Issues/Problems:			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS		In house developed, COBOL, IBM mainframe, IMS	

